School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 5:
Teacher registration (Brightpath schools only)

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Note: screenshots are for illustration purposes only and may show a date prior to 2027.

5.1 Registration of teacher information

Schools using the Brightpath program are required to upload a teacher registration file (THREG) into SIRS. This information is necessary for Brightpath to create class lists for assessment purposes.

If this file cannot be generated by the database program in use by your school, an Excel spreadsheet will need to be created. More information about setting up an Excel database for teacher registration is available in this section.

5.1.1 Primary students

For primary students, the data in Column BN (class identification) in the SRGDG file should be consistent with the information in Column K (class identification) in the THREG file to ensure that student classes can be matched to the relevant teacher. This would be the student's form, home class or room number, as appropriate to each school. **This should be a maximum of 20 characters in length**. If a teacher has a split class (e.g. Years 2/3), enter a row of information for each academic year using the same class identification (e.g. Room 14).

5.1.2 Secondary students

Secondary students should be uploaded into SIRS with class IDs reflecting their English classes. The teacher registration file should include the teachers of those English classes with matching class IDs.

If secondary schools wish to use the Mathematics scale, but Mathematics classes do not have the same groupings as the English classes, this will need to be manually resolved by Brightpath. Contact Brightpath at support@brightpath.com.au to arrange for Mathematics classes to be set up in their system.

5.2 Setting up an Excel database for teacher registration

Schools that use Excel as their database to enter teacher registration information are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

The screenshot below shows the required format for all columns in the teacher registration (THREG) file. For example, the **Record type** is required in Column A, the **Academic year (of class)** is required in Column B etc. One row of information must be provided for each class.

	A	B	C	D	E	F	G	H	I	J	K
1	Record type	Academic year	Calendar year	Provider code	Teacher title	Teacher family name*	Teacher given name*	Teacher registration number	Work email address	Administration rights for Brightpath	Class identification
2	THREG	1	2025	1000		Alpha	Brian	55555555	Brian.Alpha@sirstraining.com	Y	Yr1
3	THREG	3	2025	1000		Beta	David	88888888	David.Beta@sirstraining.com	N	Quokka 1
4	THREG	5	2025	1000		Delta	Sarah	77777777	Sarah.Delta@sirstraining.com	Y	Blue 5

The layout requirements for all columns in the teacher registration Excel database are specified in Table 12. Refer to the notes below this table (under the heading **THREG column details**), which provide specific information requirements for each column.

Notes:

- Once the database has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 12: Section 5 – Excel format for teacher registration files

Column number	Column reference	Field name	Comment
1	A	Record type	THREG Maximum field length = 5
2	B	Academic year	Mandatory Maximum field length = 2 Must be K, PP or 01–06
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year in yyyy format
4	D	Provider code	Mandatory Maximum field length = 10 Unique school code
5	E	Teacher title	Mandatory Maximum field length = 10
6	F	Teacher family name	Mandatory Maximum field length = 30
7	G	Teacher given name	Mandatory Maximum field length = 30
8	H	Teacher registration number	Mandatory Issued by Teacher Registration Board of Western Australia (TRBWA) Maximum field length = 15 Must be a whole number
9	I	Work email address	Mandatory Used for the User ID Maximum field length = 100
10	J	Administration rights for Brightpath	Mandatory Maximum field length = 1 Y or N
11	K	Class identification	Mandatory This is used to identify the teacher's major class group as specified by the provider (e.g. class ABC). For a Principal, Deputy or other support staff, use ADMIN. Maximum field length = 20

5.2.1 THREG column details

One row of information must be provided for each teacher and each year group they are teaching.

Record type (Column A)
This is always THREG for this type of file.

Academic year (Column B)
If the teacher is responsible for more than one academic year group, each one must be entered in a different row of the spreadsheet.

K = Kindergarten, PP = Pre-primary, 1 = Year 1, 2 = Year 2, 3 = Year 3, 4 = Year 4, 5 = Year 5, 6 = Year 6

Calendar year (Column C)
The current calendar year.

Provider code (Column D)
The four-digit school code. Note: a provider is a school or organisation authorised to offer the WACE.

Teacher title (Column E)
The title the teacher is known by, e.g. Mr, Mrs, Miss, Ms, Dr etc.

Teacher family name (Column F)
This is the teacher's family name as registered with the TRBWA.

Teacher given name (Column G)
This is the teacher's given name as registered with the TRBWA. Note: if their full name is registered with the TRBWA, it must be used here, e.g. Jennifer, not Jenny; David, not Dave.

Teacher registration number (Column H)
The number issued by the TRBWA.

Work email address (Column I)
This is required to generate login details for Brightpath.

Administration rights for Brightpath (Column J)
Y or N – it is mandatory to inform Brightpath about who has administration rights.

Class identification (Column K)
This is required to match with the class identifier of the student to ensure class lists are correct. It could be a class number, name or other identifier. This is a 20-digit field.

5.3 Saving data for upload into SIRS

Once all required information has been entered into a database, the data must be saved or exported as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.

5.3.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.CSV

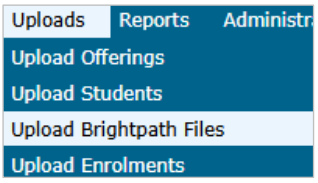
where **XXXXX** = record type, e.g. THREG
SSSS = the provider/school code, e.g. 1000
TT = S1, S2, Y1 for semester or year-long data
YYY = ALL for all teachers.

Example: the file name of teacher registration for provider/school 1000 for all teachers would be **THREG1000Y1ALL.CSV**.

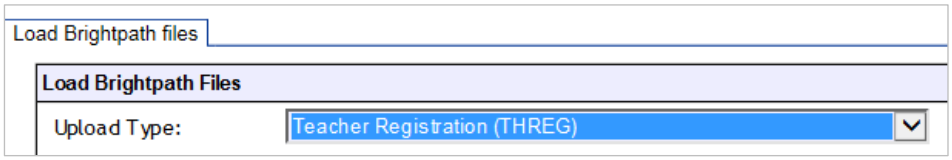
5.4 Uploading data into SIRS

Once data has been saved as a **.CSV** file, it can be uploaded into SIRS.

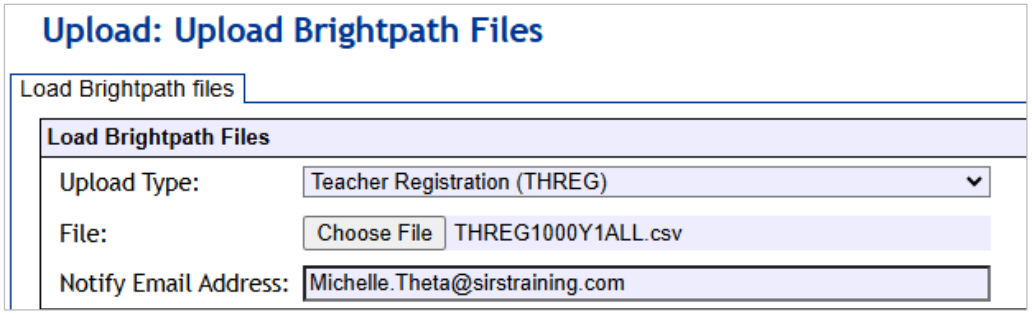
To upload a teacher registration file:



1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Brightpath Files**. The **Load Brightpath Files** fields appear.
3. In **Upload Type**, select **Teacher Registration (THREG)** (see screenshot below).



4. To locate the required file on your computer, click on the **Choose File** button.
5. The **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored and click on it.
6. Click on the **Open** button. The drive, folder's path and file name will appear in the **File** field (see example in the screenshot below).



Notes:

- For most **RTP/SIS government schools,** the export path will be **K:\keys\integris\outbox**.
- The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.

7. Click on **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.

Note: you can check the progress of your upload in either your email inbox or in **Private Messages**, available from the home page of the SIRS website.

5.4.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages.

Successfully verified
The system will place the file in the queue for processing, and you will receive another email regarding processing.

Successfully processed
The system has processed the file and there were no problems found.

Processed with warnings
This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if students' registrations and/or enrolments are affected.

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed.

Failed processing
The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS.

Check all error messages produced by SIRS and try to resolve them before emailing Data Services at dataservices@scsa.wa.edu.au.

5.4.2 Upload confirmation

You can expect a message reporting the progress of your file upload within 15 minutes in either your email inbox or in **Private Messages**, available from the home page of the SIRS website. Processing time depends on the number of files already queued in the system as well as the size of the files to be processed.

Note: when you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Your **Upload Status** (available on the home page of the SIRS website) will also change once a file has been successfully uploaded.

5.5 Further help

For issues relating to the information contained in the *Data Procedures Manual 2027*, email Data Services at dataservices@scsa.wa.edu.au.